

# **Equipment List Modification and Staffing Waiver Policy**

**April 13, 2005**

## **Process to Modify Required Equipment**

As other needs or new methodologies become known, the Department may request the modification of the required equipment and drug requirements as authorized by 26-8a-404(2) and found in R426-15-203. The Department may request input regarding any modifications to the rules for required equipment, supplies, and drugs for ground ambulances, quick response units, paramedic, and air ambulances from appropriate subcommittees and the EMS Committee.

## **Adding or Deleting Equipment or Drugs (Agency Specific)**

The off-line medical director for an agency may request, in writing, to the Technical Assistance and Quality Assurance Program Manager, that an agency utilize specific drugs or equipment above or below the minimum standard of required drugs and equipment. The off-line medical director must provide a detailed training outline, protocol, proficiency testing, and support documentation along with the request if it is above the minimum standard. A letter of justification must be submitted if the request is below the minimum standard.

The request to add or delete equipment or drugs will be reviewed by Bureau Management Staff. If it is determined to be a minor request, the Bureau will approve the change. If the change is determined to be significant, after input from the appropriate State EMS Subcommittee and local EMS Council or Committee, the request will be submitted to the EMS Committee. The off-line medical director is encouraged to present the request to the appropriate Subcommittees or Committees.

The recommendations from the EMS Committee will then go to the Department for final approval. If it is determined that this time frame would be too long, the Department may modify the above time requirements. If approved, the Bureau will modify the agency license or designation (under the special condition section) to reflect any additional or deleted equipment or drugs approved for the agency. If the request is denied, a letter from the Technical Assistance and Quality Assurance Program Manager will detail the rationale for denying the request.

## **Adding or Deleting Equipment or Drugs (Air Ambulance)**

Air ambulance services shall have available the equipment found in the air ambulance rules for their specific licensure level. In view of the variety of missions for which air ambulances are used, the off-line Medical Director can add specific drugs or equipment, at their discretion, above the minimum standard of required drugs and equipment based on the individual mission profile. The agency and Medical Director shall be responsible for insuring the proficiency of the staff in the use of any additional drugs or equipment.

At the time of inspection, a list of specific drugs or equipment carried on a consistent basis by the service in addition to the equipment and drug requirements will be provided to the Bureau by the air ambulance agency. Records of training must be on file at the air ambulance service, and copies will be provided to the State EMS Bureau upon request.

The request to add or delete equipment or drugs from the equipment and drug requirements will be handled as outlined above in the Agency Specific section.

## **Staffing Waiver**

An EMT, EMT Intermediate, or EMT Intermediate Advanced agency must apply to the EMS Committee for a staffing waiver. The request must include a recommendation from the EMT Subcommittee and local EMS Council or Committee.

A paramedic staffing waiver for a new paramedic agency will be granted without going through the Paramedic Subcommittee or the EMS Committee if:

- a. the staffing waiver is for 1 paramedic and 1 EMT,
- b. the time period of the staffing waiver is for no more than a three year period,
- c. an annual progress report is presented to the Paramedic Subcommittee and EMS Committee,
- d. at the conclusion of the three year period the paramedic agency will be in full compliance with the staffing rules, and
- e. an extension beyond the three year period requires EMS Committee approval.

All paramedic agencies with an approved staffing waiver will be sent a reminder from the Bureau six months, 3 months, and 30 days prior to the expiration date listed on the waiver. The Agencies will be required to submit a written report detailing their progress in response to the notices. The reports will be due to the Bureau 14 days following receipt of a notice. The Bureau will present a report to the EMS Committee and the Paramedic Subcommittee listing all notices sent to paramedic agencies granted a staffing waiver.

## **Bureau Contacts**

If you have any questions regarding this information, contact your regional consultant or Paul R. Patrick, Technical Assistance and Quality Assurance Program Manager, at 538-6291.

## **Equipment Modification Checklist**

If modification request is above the minimum standard, Off-Line Medical Director must provide the following:

- ☐ Letter from the Off-Line Medical Director requesting the Drug or Equipment Modification with justification and support documentation
- ☐ Detailed training outline, that includes learning objectives and teaching methodologies
- ☐ Description of continuing medical education plan that includes the content and time frames
- ☐ Treatment Protocols and Procedures
- ☐ Detailed proficiency testing including both written and practical examinations
- ☐ Documentation showing a plan for reporting utilization, research, or follow-up reporting to the EMS committee
- ☐ Letter of support from the Local EMS Council or Committee or committee

If modification request is below minimum standard:

- ☐ Letter from the Off-Line Medical Director with justification for the modification